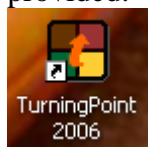


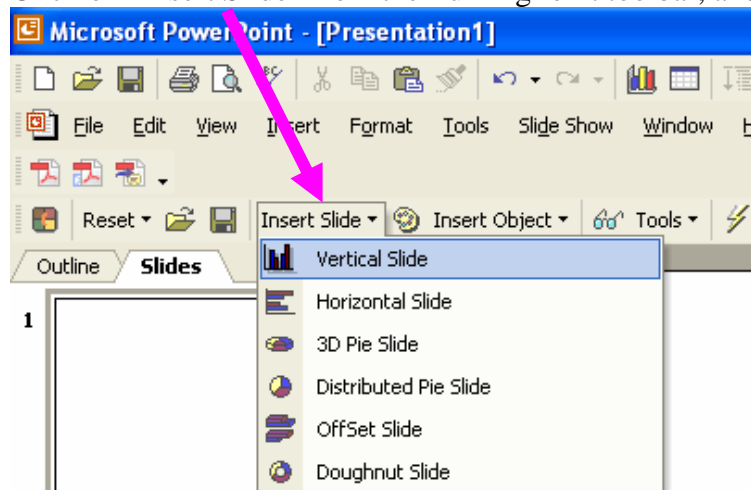
Creating a TurningPoint PowerPoint

Double-click the TurningPoint icon on your desktop to launch. Create a title page using the slide provided.

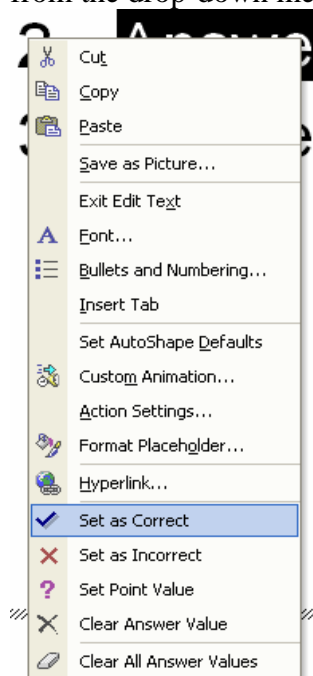


****If you get a window prompting you to activate the license, click the “Cancel” button. TurningPoint does not have to be registered on your computer to create a TurningPoint file. It is registered on the laptop on the TurningPoint cart where you will use your file with the student response devices.*

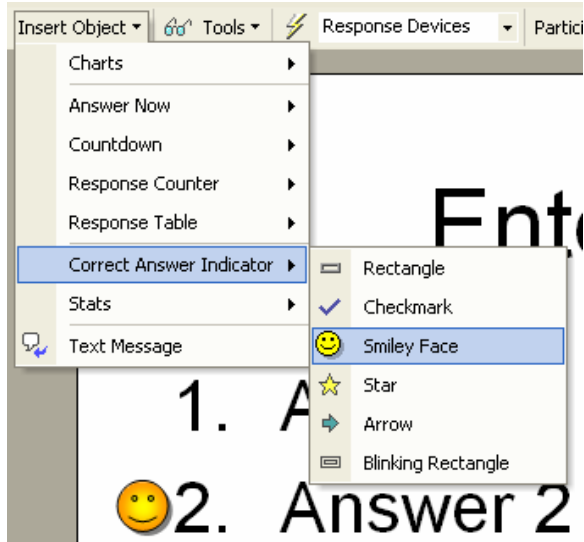
1. Click on “Insert Slide” from the TurningPoint toolbar, and then select the type of slide you want.



2. Enter your question in the text box provided.
3. Enter your first answer in the text box provided, pressing the “Enter” key on your keyboard after each entry, until you have all of your answers entered.
4. Right-click on the answer that is the correct answer to the question and select “Set as Correct” from the drop-down menu.



5. Click on **“Insert Object”** from the TurningPoint toolbar, scroll down to **“Correct Answer Indicator,”** and then select an indicator from the list. This will mark the correct answer.



6. Click on **“Insert Object”** from the TurningPoint toolbar, scroll down to **“Response Table,”** and then select **“Fixed Table”** from the list. This inserts a response table at the bottom of the slide that will show when students have logged in their answers.

****Note: You may only see 5 cells on table if you are using an unlicensed version of TurningPoint. When you pull up your file on the Turning Point cart, you should see 30 cells.*

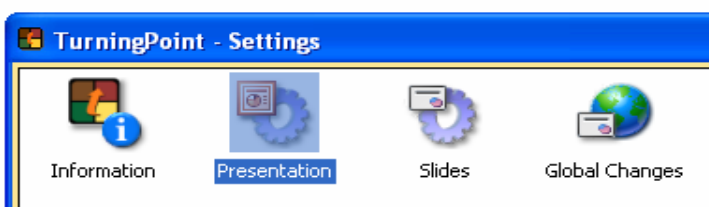
7. If you wish, you can add extra features to your slide such as a countdown timer which you can set to give students a finite amount of time to answer the question. This particular feature can be added by clicking on **“Insert Object”** from the TurningPoint toolbar, scrolling down to **“Countdown”** and then selecting an item from the list. It can then be set to any amount of time by clicking on the default “10” seconds, and can also be moved anywhere on your slide.
8. Create additional slides with additional questions and answers by repeating steps 1 through 7, making sure you use the TurningPoint toolbar to insert your slides.
9. Save your file on the network or on a USB drive so you can access it on the Turning Point cart!

TIP – If you want to use all the same “Countdown” timer and amount of time on every slide, you can save time by setting up presentation preferences.

- Click on the eyeglasses icon on the TurningPoint toolbar.



- Click on “Presentation”



- Scroll down to “Response Reminder Settings,” set your preferences, and click “Done.”
(In this screen shot, the Countdown device is set for “Style_BallDrop,” the Countdown seconds has been set to 20 seconds, and a “fixed” Response Table will automatically be included on each slide)

Response Reminders Settings	
Answer Now	Style_None
Answer Now Text	Answer Now
Auto-Advance	False
Countdown	Style_BallDrop
Countdown Seconds	20
Response Counter	Style_None
Response Counter Format	Count
Response Table	Style_Fixed
Rotation Interval	Style_None
Response/Non-Response Grid Settings	
Auto Size Grid	Style_Fixed
Custom Cell Background Color 1	Style_Rotate

Response Table
The default Response Table object that is automatically added to new slides. If Style_None is selected, a Response Table object will not be added automatically.

Using your TurningPoint PowerPoint

***Make sure you reserve the TurningPoint cart on the online room calendar!

- Log onto the TurningPoint cart and hand out remotes to the students.
- Double-click the TurningPoint icon on the desktop. Locate and open your file.
***Do NOT navigate to where your files is saved and double-click on it. This will launch PowerPoint without the TurningPoint functionality. If you do not see the TurningPoint toolbar in PowerPoint, your show will not work.
- Click “Reset” on the TurningPoint toolbar, and then select “All Slides”
(This will reset all of the slides and charts for a new session)



- Click on “Slide Show,” “View Show” on the main PowerPoint menu bar, or press **F5**.
- Click your mouse (or down arrow) to advance between slides, start countdowns, reveal answers, etc.
- When you are done, you can generate reports that show you how each student answered each question using a variety of different reports. See user guide on generating reports.
***Note: It is recommended that you assign your students numbers and give them the remote/student response devices with the numbers that correspond on the back to easily identify each student on the reports.